



OFFICE of GRADUATE & POSTDOCTORAL STUDIES

Graduate Student Guaranteed Income/Funding Form

Last Name: _____ First Name: _____
 Student ID: _____ Degree Program: _____
 Department/School: _____ Date: _____

Congratulations! The University has offered you admission to a graduate program:

Doctor of Philosophy, Doctor of Veterinary Science, Masters, Graduate Diploma, or Non-Degree

As you consider accepting this offer, you may wish to review all financial aspects of that decision. This Graduate Student Guaranteed Income/Funding Form ("Funding Form") constitutes the University's financial offer to you and is **contingent on satisfactory progress** in your program, as defined by your academic unit, and satisfactory completion of work assignments in Section A per the collective agreement between the University and CUPE 3913 (Unit 1). Any additional offers of funding not included in the Funding Form are discretionary and may be subject to availability

You can expect to receive the following minimum income/funding: \$ _____

per year for, or total for
 ____ semesters of full time study, or part time study.

The source(s) of income/funding will be:

A. Sources of Employment Income: You will be required to work as a:

Graduate Teaching Assistantship(s) (GTA)
 # _____ GTA(s) each for (List each semester or academic year) _____

Graduate Service Assistantship(s) (GSA)
 _____ GSA(s) each for (List each semester or academic year) _____

Your entitlement to GTAs or GSAs may, at the discretion of your department, be split into more than one work assignment. For example, a guarantee of 1 GTA (140 hours) may be split into two 0.5 GTAs (70 hours each). If the department has indicated your GTA/GSA will occur in an academic year (not a specific semester) your entitlement may be split over multiple semesters. For example, a guarantee of 1 GTA (140 hours) may be split into 0.5 GTA in Fall and 0.5 GTA in Winter.

One (1) appointment, which will replace a GTA or GSA above, as a Sessional Lecturer (as a requirement of your program) in (semester or academic year) _____

A. Sources of Employment Income (continued):

If you are successful in winning a major external scholarship (e.g., OGS, NSERC, SSRC, CIIHR etc.), the source(s) of income indicated above will be adjusted as follows:

- There will be no change to the work assignments specified above.
- You may not be required to work as a GTA or GSA as part of your guaranteed funding
- You will be required to work GTA/GSA assignments as follows:
_____ # GTA(s) each for (List each semester or academic year) _____
_____ # GSA(s) each for (List each semester or academic year) _____

The work commitments listed above (which define your “Job Security Period”), may be assigned by the Chair of your Department to occur in one of the following academic unit(s):

The work assignments as indicated above defines your “**Job Security Period**”. Please ensure that you apply online to at least one work assignment posting in the department(s) indicated above specifying that you are in your Job Security Period (Level of Consideration 1). Failure to apply online, declining an Offer of Appointment which forms part of the Job Security Period or lack of availability (without extenuating circumstances or prior approval from the Chair of your Department) to complete the work assigned, may result in the loss of your guaranteed work assignment for that semester. Should you secure further employment income over and above that indicated in this letter, such income will be in addition to the funding guaranteed in this letter. Work assignments guaranteed as part of the Job Security Period are contingent on satisfactory performance of assigned duties.

B. Other Sources of Funding

(Note: You are expected to apply for internal and external scholarships as appropriate for your background and area of interest.)

- Internal Sources**
 - Graduate Research Assistantship(s) (GRA) _____
 - Internal Scholarship(s) Granted _____
 - Internal Scholarship(s) Nominated:

Note: If you are successful in winning a major external or internal scholarship the department contribution to the GRA or internal scholarships may be reduced.

- External Sources**
 - External Scholarship(s) (e.g. OGS, NSERC, SSHRC, CIHR etc.) _____
 - External Funding (e.g. 3rd Party)
Specify and attach documentation: _____

- C. Self-Funded** You are responsible for the entire cost of your program
 - According to our records, you have signed a waiver of your program
 - We are unable to fund your program. We will contact you at a later date if funding becomes available.

Graduate Coordinator's Signature: _____

Date: _____

Financial Sponsor's Signature (eg. advisor trust fund): _____

Date: _____

Student Signature: _____

Date: _____

Upon acceptance of the enclosed offer of admission and approximately six weeks prior to the beginning of the semester to which you have been accepted, we will send to your University of Guelph email account information on registration procedures.